

## **Amended Matrix/ Master Mailing List - Modifying existing creditor**

LF 2002-1

### **Instructions:**

Use this event if changing the address of a creditor.

### **Step 1 - File Amended Matrix/Master Mailing List**

**Select** *Bankruptcy*

**Select** *Miscellaneous Activities*

**Enter** case number

**Verify** case number is correct

**Select** Document Event: [Amendment to Master Mailing List - Modifying](#)

**Select** Party

- Party filer not listed, Add/Create New Party

**Browse, verify and attach** the correct pdf file

- Add attachments, if applicable

**Review Docket Text for accuracy**

**Warning!!** Verify entry is correct before submitting.

### **Step 2 - Modify creditor address**

- Creditor Maintenance - Edit Creditor
- Enter name of creditor (or leave blank for list)
- Highlight creditor
- Make corrections to address
- Type = creditor